

WORKSHEET - LIBRARY MEDIA CENTER ANALYSIS

REFERENCE, NONFICTION, VISUAL MATERIALS

Items in certain Dewey areas are particularly subject to obsolescence due to age and generally weaken the quality of the collection. Only those titles in these areas which have a copyright date of _____ or newer may be used for the self-evaluation process. By all means, keep the earlier titles in the collection if they meet local needs; they simply cannot be counted for the annual Core Data Report.

BRIEF EXPLANATION OF THE WORKSHEET COLUMNS:

DEWEY AREASClassified holdings of the collection.

TOTAL HOLDINGS..... Enter the count of all of the items in the local collection in each of the Dewey categories regardless of copyright date.

REPEAT COLUMN 1 FIGURES....For later ease of calculation, enter the SAME number from column 1 in column 2 for the copyright-sensitive Dewey areas.

NO. ITEMS ____ AND OLDER.....Determine which items have copyright dates 13 years old and older.

NO. ITEMS ____ AND NEWER..... Determine which items have copyright dates within the last 12 years.

% COUNTABLE ITEMS..... In order to understand the relative strengths and weaknesses of each Dewey area of the collection, compute the percentage of countable items. **Using the 70% standard for the copyright-sensitive areas as a guide, the computed percentage is to be used by the library media specialist as a way to determine areas of the collection which need improvement.** The form will report only the overall percentage of the Dewey categories from the worksheet (cell P-5).

MODEL WORKSHEET

REFERENCE COLLECTION WORKSHEET					
		COPYRIGHT-SENSITIVE DEWEY AREAS			
Dewey Areas	Total Holdings	REPEAT column 1 figures in white areas below	No. of Items ____ and OLDER	No. of Items ____ and NEWER	% of Countable Items within Copyright Time Frame
Reference	(1)	(2)	(3)	(4)	(5)
Encyclopedias					
000-319	400				
320-329	100	100	50	50	50%
330-339	80	80	70	10	13%
340-359	300				
REFERENCE COLLECTION TOTALS this LMC	T-1 880 Add to find total countable and non-countable items all owned no matter date	T-2 180 Add to find total items in time-sensitive Dewey areas NOT REPORTED	T-3 120 Add to find total time-sensitive NON -countable items items too old to count	T-4 60 Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED	P-5 Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes
To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) →					33%

TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:	
●	Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS)
●	Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) (T1) <u>880</u> --- (T3) <u>120</u> = <u>760</u>
●	Cell P-5 transferred to the Planning and Evaluation form column C

REFERENCE COLLECTION WORKSHEET					
		COPYRIGHT-SENSITIVE DEWEY AREAS			
Dewey Areas	Total Holdings	REPEAT column 1 figures in white areas below	No. of Items _____ and OLDER	No. of Items _____ and NEWER	% of Countable Items within Copyright Time Frame
Reference	(1)	(2)	(3)	(4)	(5)
General Encyclopedias			(_____ and older) (5 year rule)	(_____ and newer) (5 year rule)	%
000-319					
320-329					%
330-339					%
340-359					
360-369					%
370-379					%
380-389					%
390-519					
520-529					%
530-549					
550-559					%
560-569					%
570-579					%
580-609					
610-619					%
620-629					%
630-999					
REFERENCE COLLECTION TOTALS this LMC	T-1 Add to find total countable and non-countable items all owned no matter date	T-2 Add to find total items in time-sensitive Dewey areas NOT REPORTED	T-3 Add to find total NON -countable items items too old to count	T-4 Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED	<div> <div>➤ Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes</div> <div>➤</div> </div>
To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) ➔					P-5 %
TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:					
<ul style="list-style-type: none"> Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) *reported on Core Data Report 					
<ul style="list-style-type: none"> Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) *reported on Core Data Report (T1) _____ --- (T3) _____ = _____ 					
<ul style="list-style-type: none"> Cell P-5 transferred to the Planning and Evaluation form column C 					

***NOTE:** If these resources have been counted in reference, nonfiction, fiction, or professional collections do not enter these totals on this form.

NONFICTION COLLECTION WORKSHEET					
Dewey Areas	Total Holdings	COPYRIGHT-SENSITIVE DEWEY AREAS			
		REPEAT column 1 figures in white areas below	No. of Items _____ and OLDER	No. of Items _____ and NEWER	% of Countable Items within Copyright Time Frame
Nonfiction	(1)	(2)	(3)	(4)	(5)
000-319					
320-329					%
330-339					%
340-359					
360-369					%
370-379					%
380-389					%
390-519					
520-529					%
530-549					
550-559					%
560-569					%
570-579					%
580-609					
610-619					%
620-629					%
630-999					
NONFICTION COLLECTION TOTALS this LMC	T-1	T-2	T-3	T-4	➤ Divide each cell in column 4 by the corresponding cell in
	Add to find total countable and non-countable items all owned no matter date	Add to find total items in time-sensitive Dewey areas NOT REPORTED	Add to find total NON-countable items items too old to count	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED	column 2 to find the % in each Dewey area use for planning purposes
To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) ➔					P-5 %
TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:					
<ul style="list-style-type: none"> Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) *reported on Core Data Report 					
<ul style="list-style-type: none"> Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) *reported on Core Data Report 					
(T1) _____ --- (T3) _____ = _____					
<ul style="list-style-type: none"> Cell P-5 transferred to the Planning and Evaluation form column C 					

***Even though visual resources are addressed as a separate section in these Standards, they may be counted within the nonfiction collection. This is acceptable if these same resources are not counted in the visual area.**

VISUAL COLLECTION WORKSHEET					
COPYRIGHT-SENSITIVE DEWEY AREAS					
Dewey Areas	Total Holdings	REPEAT column 1 figures in white areas below	No. of Items _____ and OLDER	No. of Items _____ and NEWER	% of Countable Items within Copyright Time Frame
Visual	(1)	(2)	(3)	(4)	(5)
Fiction					
000-319					
320-329					%
330-339					%
340-359					
360-369					%
370-379					%
380-389					%
390-519					
520-529					%
530-549					
550-559					%
560-569					%
570-579					%
580-609					
610-619					%
620-629					%
630-999					
VISUAL COLLECTION TOTALS this LMC	T-1	T-2	T-3	T-4	P-5
	Add to find total countable and non-countable items all owned no matter date	Add to find total items in time-sensitive Dewey areas NOT REPORTED	Add to find total NON -countable items items too old to count	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED	➤ Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes
To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) ➔					P-5 %

TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:	
● Cell T-1 transferred to the Planning and Evaluation form column A	(TOTAL HOLDINGS) *reported on Core Data Report
● Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B	(TOTAL COUNTABLE) *reported on Core Data Report
(T1) _____ --- (T3) _____ = _____	
● Cell P-5 transferred to the Planning and Evaluation form column C	

***NOTE:** The totals from this worksheet should only be transferred to the report form if visual materials are considered as a separate section within your holdings and not integrated into reference, nonfiction, fiction or professional collections.